



Consumer & Family Advisory Committee

ALAMANCE/CASWELL LOCAL MANAGEMENT ENTITY  
Adele Newman, Chair

*Minutes Subject to Approval*

**Minutes**  
**September 22, 2009**

**Present:** Art S., Vanessa J., Gloria M., Mary H., Clara T. Ann Slaughter (Area Board) and Brynda N.

**Absent:** Johnny T. (No Notification)  
James W. (No Notification)  
Louis W. (Prior Notification)  
William C. (Prior Notification)  
Adele N. (Prior Notification)  
Sharon L. (Prior Notification)

**Guests:** None

**LME:** Richard Bruton, LME QA/QI Specialist  
Carmen Morrow, LME Provider Relations/Recorder

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/NEXT STEPS	RESPONSIBLE PERSON	STATUS
<i>Item number and name</i>	<i>Detailed reflection of discussion and any conclusions from discussions. Include pertinent data wherever possible.</i>	<i>Any decisions, recommendations and/or next steps the committee approves.</i>		<i>Open or Closed</i>
<b>1.0 Call To Order</b>	Mr. Richard Bruton, LME opened meeting and discussed the purpose of the "Special Called" meeting to address the issues of bylaws, etc.	N/A	N/A	Closed

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2.0 Review and Approval of Minutes	August 23, 2009 minutes were mailed earlier for review. These will be tabled to next meeting.	Tabled to next meeting.	N/A	Open
3.0 By-Laws	<p>Mr. Bruton informed members that he spoke with Mark Botts from UNC Institute of Government upon recommendation from CFAC Liaison. Mr. Botts suggested for members to come together to address by-laws and suggested voting of Interim Chair and move forward.</p> <p>CFAC Members discussed the following:</p> <p><b><u>Section 5: Selection of Members: (Article IX: Pg. 5) –</u></b></p> <p>Old: Members shall be selected and recommended by the LME Board for Committee membership according to the procedures adopted and implemented by the Nominating Committee. The CFAC shall vote on nominated members before their names shall be placed before the Area Board and members may recommend potential members to the attention of the Nominating Committee.</p> <p>New Resolution recommended reading: <i>Members shall be selected and recommended by the CFAC Nominating Committee. The CFAC shall vote on nominated members by majority vote of the CFAC.</i></p> <p><b>Action: Quorum of CFAC members voted to approve resolution – Motion made by Art Springer and Seconded by Ann Slaughter.</b></p> <p><b><u>Membership:</u></b> The following CFAC members were recommended by the Nominating Committee, but did not go before the Area Board were as follows:</p> <p>Clara T., Vanessa J., Johnny T. and Adele N.</p> <p><i>With new resolution CFAC members voted and approved CFAC members: Clara T., Vanessa J.,</i></p>			Open

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	<p><i>Johnny T. and Adele N. to remain as CFAC members.</i></p> <p><b>Action: Motion made by Mary H., and Seconded by Ann S. –Approval of CFAC members.</b></p> <p><b>Interim Chair</b> – CFAC members discussed the nomination of Interim Chair suggested from Mark Botts. The following members volunteered to be Interim Co–Chairs until selection &amp; nomination of Chair has been filled. Recommendation made for Vanessa J., and Art S., and Ann S. both volunteered for the Co–Chair position.</p> <p><b>Action: Motion made by Clara T., and Seconded by Brynda N. to select Vanessa J., Art S., and Ann S. for interim Co–Chairs.</b></p> <p><b>Article XI – Section 2 – Election, Terms of Office &amp; Qualifications:</b> CFAC members discussed and made recommendation for resolution to bylaws: A nominating committee composed of <b>five</b> members shall be nominated from the floor and elected at the February regular meeting.</p> <p>Resolution: A nominating committee composed of <b>at least 3</b> members shall be nominated from the floor.</p> <p><b>Action: Motion made by Vanessa J., and Seconded by Mary H. to change 5 members to 3 members.</b></p> <p><b>Nominating Committee</b> – CFAC members discussed and approved the following members for Nominating Committee. The members are: Gloria M., Sharon L., and Mary H.</p> <p><b>Action: Motion made by Vanessa J., and seconded by Mary H.</b></p> <p><b>New Resolution:</b> Nominating Committee will present a slate of officers at the October CFAC meeting and new positions will take place in November to finish out current fiscal year.</p> <p><b>Action: Motion made by Mary H. and seconded by Brynda N.</b></p> <p><b>Meeting Date:</b> CFAC members discussed the “meeting change” data that occurred in the August meeting. After lengthy discussion, CFAC members agreed to keep the standing schedule of 4<sup>th</sup></p>			

AGENDA ITEM	DISCUSSION/CONCLUSION	ACTION/NEXT STEPS	RESPONSIBLE PERSON	STATUS
	<p>Tuesday instead of 1<sup>st</sup> Tuesday.  <b>The next CFAC meeting will be held on Tuesday, October 27, 2009.</b>  <b>Action: Motion made by Brynda N and seconded by Clara T. – All CFAC members voted and agreed to keep the 4<sup>th</sup> Tuesday.</b>  <b>Ms. Morrow will send out letters of notification to all CFAC members with the change.</b></p> <p>Discussion ensued regarding the changes needed to by-laws. Interim Co-Chairs agreed to meet on Tuesday, October 6<sup>th</sup> @ 2:30pm at the LME to go through the by-laws and recommend changes for the October meeting. All CFAC members will receive notification to attend meeting to discuss and recommend changes to bylaws to present at October meeting to vote on at November meeting.  <b>Action: Ms. Morrow will send out letters to all CFAC members with invitation to attend by-laws meeting on Tuesday, October 6<sup>th</sup> @ 2:30pm.</b></p>			
<b>7.0 Adjournment</b>	Meeting adjourned. The next meeting will be held on <b>Tuesday, October 27, 2009 at 6:30pm.</b>	Agenda Items: 1. By-laws 2. Recruitment Business Cards 3. Budget Report from Finance Officer	N/A	Closed

Respectfully Submitted By:

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*Carmen Morrow, Recorder*

*Richard Bruton, Community Affairs & Consumer Relations\**

*Staff to the Committee*

Date -----

Approved By:

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*Interim Chair\**

*Consumer & Family Advisory Committee*

Date -----